



# Contra Costa County Integrated Pest Management (IPM) Program Departmental/Divisional IPM Plan for

(Name of department or division)

Revised: (Date of Revision)

On November 12, 2002, the County Board of Supervisors adopted the Integrated Pest Management definition provided by the University of California Statewide IPM Project, which states: "Integrated Pest Management is an ecosystem-based strategy that focuses on long-term prevention of pests or their damage through a combination of techniques such as biological control, habitat manipulation, modification of cultural practices, and use of resistant varieties. Pesticides are used only after monitoring indicates that they are needed according to established guidelines, and treatments are made with the goal of removing only the target organisms. Pest control materials are selected and applied in a manner that minimizes risks to human health, to beneficial and non-target organisms, and to the environment."

The Agriculture and Public Works Departments will use the IPM principles set forth in this Administrative Bulletin whenever providing pest management services. Each department will establish an IPM program. As a part of the respective IPM programs, each department will develop and maintain a written IPM Plan, or its equivalent, specific to the operational needs of the department and consistent with the IPM definition above. Each Department will designate a Departmental IPM Coordinator responsible for implementation. (excerpt from [Administrative Bulletin 542](#))

## Section 1: Overview of the pest management function in the department/division

*Guidance: Include a general description of the department or division and the role of pest management in the context of its broader delivery of services. Characterize and quantify site types and list pests typical to each property. Where applicable, highlight regulatory mandates, customer service expectations, or industry standards that impact how pest management decisions are made. This section may also include organizational values that support the implementation of integrated pest management.*

*IPM Advisory Committee members recommend the inclusion of quantifiable data (miles of roadside, acres, square feet, etc.) to describe sites and also include the budgeted amount used on pest management-related efforts.*

**Section 2: Description of available staff and contractor resources**

Name and title of departmental/divisional IPM Coordinator:

*(not to be confused with the Countywide IPM Coordinator)*

Classification titles of staff who perform pest management tasks and number of positions allocated:

*Guidance: This should include titles of all positions making pest management decisions and those performing field tasks.*

Description of IPM training currently available to staff:

*Guidance: Detail which IPM-focused training is currently provided to staff and how it complies with the IPM Policy and provisions in the Municipal Regional Stormwater Permit (MRP).*

*The Countywide IPM Policy states “Training programs will be developed under the direction of the County IPM Coordinator with the concurrence of the IPM Advisory Committee to ensure that County employees understand IPM techniques and County Policy.”*

*The MRP requires “that all municipal employees who, within the scope of their duties, apply or use pesticides are trained in IPM practices and the Permittee’s IPM policy and/or ordinance and standard operating procedures.” (The current version of the MRP is available at this link:*

*[https://www.waterboards.ca.gov/sanfranciscobay/board\\_decisions/adopted\\_orders/2022/R2-2022-0018.pdf](https://www.waterboards.ca.gov/sanfranciscobay/board_decisions/adopted_orders/2022/R2-2022-0018.pdf)*

Names of private companies contracted to perform pest management tasks and scope of service rendered:

*Guidance: List current service providers under contract that have any pest control component. This includes services such as landscape maintenance, grazing, trapping, disking, etc.*

### Section 3: Operational considerations

Description of how sites are monitored for pests and the process for selecting pest management tactics:

*Guidance: Indicate who generally monitors each property for pests and the frequency of these visits. What methods are used? Also include the process for responding to service requests from citizens, customers, or regulatory bodies. Articulate what pest tolerance levels are in place and describe how they differ from one property type to another. If pest tolerance levels are not uniform throughout the property portfolio, describe how certain sites or segments of sites are prioritized.*

Description of non-chemical pest management tactics most commonly used:

*Guidance: List all non-chemical methods currently in use and include operational advantages and limitations of the different techniques. Project the long-term viability of each practice and indicate what barriers currently prevent broader application of each method.*

Pesticide selection process:

*Guidance: Detail how pesticides are selected to minimize risks to human health, to beneficial and non-target organisms, and to the environment. List all pesticides currently being used as well as alternative products being considered.*

## Section 4: Long-Term Planning

### Environmental Stewardship:

*Guidance: Provide a statement that addresses the department/division's ability to incorporate other potential co-benefits of ecosystem-based pest prevention activities. These may include elements such as wildlife habitat preservation, carbon sequestration, wildfire resilience, and others.*

### Innovation:

*Guidance: Record priorities for potential pest management pilot projects and research endeavors. List upcoming capital projects or other initiatives that may be able to incorporate proactive principles of integrated pest management.*

### Annual Goals:

*Guidance: List measurable pest management goals that the department or division is pursuing this year. Progress on these goals should be included in departmental submissions that are included in the Annual IPM report.*

*Where applicable, tie goals to those listed in the IPM Policy, any relevant decision documentation, or previous recommendations from the IPM Advisory Committee.*

## Section 5: Transparency

*Guidance: Describe how the department/division will fulfil the IPM policy goal to promote availability, public awareness and public input into written county pest management plans and records.*